

Office Safety
ACTIVITY HAZARDS ANALYSIS
Hydrologic Engineering Branch

ACTIVITY: Office Safety

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REVIEWED BY/DATE: Larry Janis, 8/27/01

PRINCIPAL STEPS	POTENTIAL HAZARDS	RECOMMENDED CONTROLS
Falls	Physical injury to the employee on the job	<ol style="list-style-type: none">1. Always use a ladder or step stool to retrieve anything above shoulder level.2. Ladders, or step stools, should be sturdy and not have any broken rungs or legs.3. Do not lean too far back in chairs. This may result in over-balancing and a fall.4. Swivel chairs are not acceptable ladder substitutes.5. Cardboard boxes are not acceptable ladder substitutes.6. Upturned trash bins are not acceptable ladder substitutes.
EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
NA	NA	NA